



PLANNING BOARD
TOWN OF DEDHAM, MASSACHUSETTS
26 Bryant Street, Dedham, MA 02026

Robert D. Aldous, *Chairman*
Michael A. Podolski, *Vice Chairman*
John R. Bethoney, *Clerk*
Ralph I. Steeves
James E. O'Brien IV

Richard J. McCarthy, Jr.
Planning Director
781-751-9241

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Administrative Assistant
(781) 751-9242
Fax (781) 751-9225

FORM P

APPLICATION FOR OFF-STREET PARKING PLAN APPROVAL

Under Section 5.1 of the Zoning By-Law

Name of Applicant: _____

Address: _____

Owner (if different): _____

(Attach written authority for applicant to act on owner's behalf)

Address of Site: _____

Assessor's Map: _____

Existing Uses: _____

Existing Total Floor Area of Buildings: _____

Proposed Total Floor Area of Buildings: _____

Existing Number of Parking Spaces: _____

Parking Spaces to be Added, Moved, or Revised: _____

Proposed Total Number of Parking Spaces: _____

Latest previous parking plan for this site approved
by the Planning Board on: _____

(Please attach a copy, if available)

Board of Appeals special permits or variances granted for this site; _____

I have read the applicable sections of the Zoning By-Law, and it is my belief that the parking plan submitted herewith complies with the By-Law, except as noted below, and included a tabulation of parking spaces required for each proposed use, based on floor area, number of employees, or other criteria; landscaping and its cost as a percentage of total project cost; structures and major trees to be retained or removed; access and circulation layout, including the existing and proposed curb cuts; and other required and explanatory data. Exceptions or waivers requested:

Date

Signature of Applicant

(Please submit seven (7) copies of plan with three (3) copies of this application
and of supporting materials and exhibits)



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PARKING PLAN CHECKLIST

NOTE: This checklist shall be included with the submittal of the parking plan. A written explanation shall be included for any omission from these requirements.

Applicant:

Address:

Project Location:

Date of Plans:

A. General Requirements:

1. Certification by Registered Engineer.
2. Certification by Registered Lane Surveyor.
3. Property lines and dimensions.
4. Abutting owners and streets.

B. Specific Items:

The following items are to be specified by dimension and location, material or species, and whether existing or proposed.

1. Buildings and structures, existing and proposed.
2. Parking spaces and aisles or driveways, including dimensions.
3. Pavement and curbs.
4. Landscaping and vegetation.
5. Topography (grading).
6. Water and sewer lines.
7. Drainage (in detail).
8. Wetlands.
9. Traffic signs.
10. Easements and rights of way.
11. Access and curb cuts.
12. Safety provisions.
13. Loading berths.
14. Dumpster.
15. Snow storage area.
16. Utilities, i.e., electric service, above ground and underground.
17. Pedestrian ways.
18. Polar diagram (showing direction and intensity of outdoor lighting).
19. Zoning district boundaries.
20. Handicapped spaces, aisles, access ways, including dimensions.
21. Parking lot aisle and sidewalk construction specifications.



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PARKING PLAN CHECKLIST

Parking Compliance Table

C.

Information required to determine compliance with parking requirements shall be shown on the plan in tabular form.

1. Lot Area.
2. Floor Area Ratio (FAR).
3. Total Floor Area (Existing and Proposed).
4. Floor Area by Use (Existing and Proposed).
5. Parking requirement for each specific use.
6. Numbers of Parking Spaces (Existing and Proposed).
7. Maximum Legal Occupancy (where required).
8. Number and reduced stall dimensions may not exceed 25% of all stalls in the parking lot.
9. Waivers requested (in a separate letter).



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**REMINDER OF REQUIREMENT FOR PEER REVIEW CONSULTANT
FOR ALL PARKING/SITE PLAN PROJECTS
IN EXCESS OF NINE (9) PARKING SPACES**

The Town of Dedham Zoning By-Law requires all applications for site plan review and parking plan review in excess of nine (9) parking spaces, regardless of whether it is a new application or an amendment to an existing approved plan, shall be required to submit to peer review engineering, the scope of which shall be determined by the Planning Board.

The applicant must pay a peer review fee deposit with any application. Section 9.5.5 of the Dedham Zoning By-Law states:

"The cost of consultant review and inspections shall be borne by the applicant, who shall be billed for costs in excess of the initial review fee and shall be refunded any part of the fee not used, together with any interest accrued thereon."

The Planning Board requires submittal of color photographs to accompany the other application materials. These photographs must clearly indicate all buildings and other site elements relevant to the application, as well as any renderings of new construction or alterations.